

## **CORRECTIONS OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level positions in the police department, the primary duties of which include guarding inmates, and maintaining safety and security within the jail facility. Corrections Officers book and process prisoners, complete records and reports necessary to document jail activities, control the movement of inmates, and conduct searches of inmates and jail cells. Employees in positions of this class answer police telephones, dispatch police units, and keep simple records of these activities following department procedures. Corrections Officers perform routine tasks under the supervision of a Jail Supervisor.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all of the duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs booking procedures for prisoners brought to the jail, including searching prisoners, reading prisoner his/her rights under the law, securing personal property, and completing necessary arrest records. Ensures that inmate is secured in a cell. Provides for inmate needs, including meals, clothing, and medical attention. Makes sure jail facility is clean.

Conducts routine and random searches of inmates and jail facilities to discover and seize contraband and to perform prisoner counts. Monitors all mail and visitors to jail to prevent smuggling of contraband or any other prohibited activity. Operates security devices. Inspects and maintains emergency equipment.

Uses weapons and restraining devices as may be required in order to maintain control and security. Controls the movement of prisoners within the jail facility and other locations, such as court or medical facilities. Prevents or controls disruptive behavior.

Keeps an inventory of needed supplies. Types, files, and retrieves required records, including unusual incidents and medical reports. Coordinates work of the department with related agencies. Handles complaints from the public.

Answers police telephones, takes complaints from citizens or police mobile units, and secures the most accurate information possible for any incident. Dispatches the correct unit(s) following departmental procedures. Monitors state police, sheriff, and citizen band radio frequencies; also monitors and transmits on any other frequency as may be directed.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must not be less than twenty-one (21) years of age.

Must possess a valid driver's license.